



**DEPARTMENT OF CORRECTIONS
YOUTH COMMUNITY CORRECTIONS BUREAU
POLICY**

Policy No.: YCC 1.2.8	Subject: PROCUREMENT / INVENTORY
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Section 2: Fiscal Management	Revision Date: 11-23-07, 01-11-11
Applicable ACA Standards: 2-7015	
Signature: /s/ Karen Duncan	Effective Date: 11-06-06
Signature: /s/ Mike Ferriter for YSD Administrator	

I. POLICY:

The Youth Community Corrections (YCC) bureau will ensure that procurement of goods and services be administered in a fair, legal, and cost effective manner. This policy will be reviewed annually and updated as needed.

II. APPLICABILITY:

All YCC facilities and programs

III. DEFINITIONS:

Inventory – an electronic or hard copy itemized list of equipment.

Procurement – an acquisition with or without cost by purchasing, renting, or leasing any supplies or services. This includes a description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. It does not include the acquiring of supplies or services by gift.

Total Contract Value – the entire potential monetary worth of the project from the beginning to completion, including the initial contract period and any options to renew.

IV. BUREAU DIRECTIVE:

A. Purchasing Procedures

The Department has several methods available for purchasing supplies and services. These methods are based on the total contract value of the item or service desired. A description of each method is further detailed in the Department of Corrections [Contract and Purchasing Procedure Manual](#). Questions should be directed to the DOC contracts manager, DOC purchasing agent or your facility procurement officer.

1. Availability of State Resources

- a. In the event there is a potential the contractor may use state owned property or other resources, then the Department will state in the procurement document that such property or resource is available for the contractor's use.

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2. Basis of Award

- a. Procurement documents will include specifications that clearly indicate the evaluation methodology that will be used to determine contract award.
- b. Evaluations may include physical testing of products, review of manufacturer's literature, mathematical calculations using vendor pricing and identified usage data, or any other form of evaluation that serves the Department's best interests and is specifically identified in the procurement document.
- c. If a mathematical formula will be used to determine a cost/score, then examples should be included to promote a better understanding of the procedures, methodology, and intent.

3. Selection and Composition of Request for Proposal (RFP) Evaluation Committees

- a. RFP Evaluation Process
 - i. All divisions will strictly adhere to the RFP Evaluation Process – Instructions (<http://gsd.mt.gov/ProcurementServices/rfpprocess.mcp>) that have been developed by the Department of Administration, General Services Division (GSD) for this purpose. In addition, Department staff will utilize GSD's document titled "Initiating and Navigating the Request for Proposal Process" and will select appropriate evaluation committee members in accordance with the aforementioned document and the guidelines listed below.
- b. Role of the evaluation committee in the RFP process
 - i. The evaluations committee's role in the RFP process is to provide a fair and unbiased evaluation of all offers in accordance with the criteria established in the RFP document, culminating in a recommendation for contract award to the most responsible and responsive offeror.
- c. Formation and composition of the evaluations committee
 - i. The evaluation committee will be formed prior to the time/date set for receipt of proposals in order to ensure that there is no perception that the evaluation committee was formed to favor a particular offeror.
 - ii. The evaluation committee will generally include individuals that are familiar with the goods/services requested in the RFP and also possess a particular knowledge and/or expertise in this area. If necessary, the evaluation committee may consult with other staff or "subject experts" regarding technical or specialized aspects of the

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- RFP, but only evaluation committee members may deliberate and participate in the evaluation process to recommend contract award.
- d. Non –conflict of interest
 - i. All evaluation committee members are required to sign a “Non-conflict of Interest” statement prior to serving on an evaluation committee. Individuals that have a known, perceived, or possible conflict of interest with any potential offeror should not serve on the evaluations committee.
 - ii. Individuals who become aware of an actual, perceived, or possible conflict of interest during their service on the committee will immediately notify the purchasing agent or procurement officer.
 - e. Responsibilities and conduct of evaluation committee members during the procurement process.
 - i. Evaluation committee members will:
 - 1) Become familiar with the requirements of the RFP prior to the evaluation process;
 - 2) Adhere to the evaluation criteria set forth in the RFP;
 - 3) Conduct themselves in a professional manner at all times, whether with other evaluation committee members, bidders, or the public;
 - 4) Be objective, impartial, unbiased, and fair in all aspects of the evaluation process;
 - 5) Attend all evaluation committee meetings and vendor presentations;
 - 6) Refer all vendor/public inquiries related to the submission and/or evaluation of proposals to the procurement agent/officer responsible for the RFP;
 - 7) Immediately contact the assigned procurement agent/officer if any real or perceived conflict of interest should develop at any time during the evaluation process;
 - 8) Have no direct contact with an offeror during the RFP evaluation process, unless job duties/functions absolutely require such contact; and
 - 9) Make a recommendation of contract award.

B. Control Purchases

- 1. The Department of Administration GSD retains control of specific purchases (controlled items) and Youth Services Division (YSD) is required to purchase these items through GSD. Controlled items may be obtained through GSD in these ways:
 - a. Requisition time schedule;

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- b. Exclusive or non-exclusive term contracts;
 - c. Central Stores;
 - d. Printing;
 - e. Vehicles; or
 - f. Cooperative purchasing.
- 2. In addition to the items listed above, the Department has also identified other purchases that require specific approval and/or assistance by designated individuals or programs. These include cellular telephone service, computer hardware and software, telecommunications systems, and photocopiers. For procurement and approval of these items, questions should be directed to the DOC contracts manager, DOC purchasing agent or the YCC bureau chief and/or appropriate supervisor.

C. Exceptions

Exceptions are supplies and services purchased outside standard procedures due to unique requirements or unusual circumstances. By definition, they are few in number and may require additional justification and documentation. For procurement and approval of these items, questions should be directed to the DOC contracts manager, DOC purchasing agent or the YCC bureau chief and/or appropriate supervisor.

- 1. Salaries/fees/professions/training/other
- 2. Sheltered workshops
- 3. Interagency agreements
- 4. Exigencies
- 5. Youth clothing

D. Purchasing Documents

YCC's documentation of purchases will be accounted for in compliance with [Title 18, MCA](#); [ARM Title 2, Subchapter 5](#); the purchasing authority agreement between the Department of Administration and the Department of Corrections; and the [Department's contracting and purchasing procedures manual](#).

E. Purchase Compliance

The director, YSD administrator, YCC bureau chief, and/or appropriate supervisor are responsible for ensuring Department compliance with these procedures.

F. Purchase Authorization

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Special purchase authorization may be granted through an agreement between the Department of Administration and the Department of Corrections.

G. Inventory

YCC will maintain an inventory of equipment and perform a systematic review of equipment needs and/or the replacement of equipment as needed.

V. CLOSING:

Questions concerning this policy should be directed to the youth community corrections bureau chief.

VI. REFERENCES:

[2-17-202, MCA Inventory -- property to be charged to receiving agency](#)
[Title 18 Chap.1 Part 1, MCA Public Contracts - State-Tribal Cooperative Agreements - General Provisions](#)
[53-1-203; MCA Powers and duties of department of corrections](#)
[Title 2 Subchapter 5, ARM State Procurement](#)
[Purchasing Authority Delegation Agreement between the Departments of Administration and Department of Corrections](#)
[Department of Corrections Contracting and Purchasing Procedure Manual,](#)
[Department of Corrections Purchasing Cardholder Manual \(Procurement Card\)](#)

VII. ATTACHMENTS:

[YCC 1.2.8 \(A\)Inventory Form](#)